



Geographic Information Systems (GIS) Technician Intern

COMPENSATION: **Unpaid**

DATES: **Spring, Summer or Fall 2012**

HOURS: **Flexible hours (M-F: 8am - 5pm); minimum 16 hours a week and 200 hours**

JOB SUMMARY:

The GIS Technician Intern is a qualified undergraduate or graduate (completed or in process) in geography, geographic information systems (GIS), planning or a related field. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of a Planning and Development department in a municipal setting.

The intern will perform a variety of duties associated with the use of GIS for map production and spatial data development.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist with creating and updating maps.
2. Assist with creating, editing, and maintaining existing datasets.
3. Assist with integrating CAD data into GIS.
4. Complete special projects and other duties as assigned.

JOB QUALIFICATIONS:

Required: An undergraduate or graduate (completed or in process) in the study of geography, geographic information systems (GIS), planning or a related field. Ability to perform in an indoor and outdoor setting. Attention to detail and accuracy. Ability to communicate clearly and effectively, both verbally and in writing. Ability to operate a variety of office equipment to include a personal computer and a variety of computer software such as Office Suite; especially Excel and Access. Possession of a valid Texas Driver's License.

Preferred: Experience digitizing, creating and maintaining shapefiles and geodatabases. Familiarity with creating metadata for datasets. A working knowledge using ArcGIS 9.x/10. Knowledge of CAD, GPS and ability to read and interpret coordinates.

TO APPLY:

Please email resume to recruiting@cstx.gov and make sure to note **"GIS Technician Internship"** in the subject field.